



ADDENDUM #3

RFP-2018-DPHS-01-REGION

On February 3, 2017, the New Hampshire Department of Health and Human Services published a request to solicit applications from experienced vendors to serve as a lead organization to host a Regional Public Health Network to provide a broad range of public health services within one or more of the state's thirteen (13) designated public health regions in order to better coordinate a range of public health and substance misuse prevention, and related health initiatives, on a statewide basis to assure that all communities statewide are covered by initiatives to protect and improve the health of the public.

The Department is publishing this addendum to modify the above RFP to:

Amend Section 1.1 Purpose and Overview to add to Section 1.1. Introduction:

Optional services to be provided include:

3. Young Adult Misuse Prevention Strategies

Amend Section 3.2.3. Substance Misuse Prevention to add:

- 3.2.3.11. At the direction of BDAS, Substance Misuse Prevention staff will assist with the Federal Block Grant Comprehensive Synar activities that consist of but not limited to: merchant and community education efforts, youth involvement, policy and advocacy efforts. More information <https://www.samhsa.gov/synar/about>.

Delete Section 3.2.5 heading, Young Adult Substance Misuse Prevention Strategies and replace with

3.2.4. Young Adult Substance Misuse Prevention Strategies – Optional Services

Delete Section 3.3.5 heading, Young Adult Strategies and replace with

3.3.5. Young Adult Strategies – Optional Services

Delete Section 3.4.4 heading, Young Adult Strategies and replace with

3.4.4. Young Adult Strategies – Optional Services



New Hampshire Department of Health and Human Services Regional Public Health Network Services

Delete Section 3.5. Staffing and replace it with:

3.5. Staffing

- 3.5.1. The contractor's staffing structure must include a contract administrator and a finance administrator to administer all scopes of work relative to this RFP. In addition, while there is staffing relative to each scope of work presented below, the administrator must ensure that across all funded positions, in addition to subject matter expertise, there is a combined level of expertise, skills and ability to understand data; use data for planning and evaluation; community engagement and collaboration; group facilitation skills; and IT skills to effectively lead regional efforts related to public health planning and service delivery. The funded staff must function as a team, ideally with complementary skills and abilities across these foundational areas of expertise to function as an organization to lead the Regional Public Health Network's efforts.
- 3.5.2. The selected vendor shall hire and provide supports for a project lead that is a minimum 75% FTE for each of the following three (3) scopes of work: PHEP, SMP, and CoC Facilitator, with hours equivalent for each scope of work not to exceed one (1) FTE (meaning a position, or positions, with hours and benefits that are customary for a full-time position within the Bidder's policies for such a position). Recognizing that this RFP provides funding for multiple positions across the multiple program areas, which may result in some individual staff positions having additional responsibilities across several areas, including, but not limited to, supervising other staff. Any variation requires Departmental approval. See Table 1 – Minimum Staffing Requirements.

3.5.3. Table 1 – Minimum Staffing Requirements

Position Name	Minimum Required FTE for Lead Staff Positions	Total Required FTE for All Staff Positions (may include administrative support, program assistant, financial, supervisory, management, or other similar staff positions)
Public Health Advisory Council	No minimum FTE requirement	No minimum FTE requirement
Substance Misuse Prevention Coordinator	0.75 FTE	1.0 FTE
Continuum of Care Facilitator	0.75 FTE	1.0 FTE
Public Health Emergency Preparedness Coordinator	0.75 FTE	1.0 FTE
Young Adult Strategies (optional)	No minimum FTE requirement	No minimum FTE requirement
Young Adult Leadership	No minimum FTE requirement	No minimum FTE requirement

- 3.5.1. The selected vendor may apply to use a portion of the funds assigned to the project lead for technical and/or administrative support personnel for each project lead.
- 3.5.2. PHAC activities and young adult strategies must dedicate staff assigned to these programs including a designated project lead, either in-house or through subcontracts, necessary to perform and carry out all of the functions, requirements, roles and duties as proposed.



New Hampshire Department of Health and Human Services Regional Public Health Network Services

Delete Section 3.6.6 heading, Young Adult Strategies and replace with

3.6.6. Young Adult Strategies – Optional Services

Delete Section 3.8.10 heading, Young Adult Strategies and replace with

3.8.10. Young Adult Strategies – Optional Services (Respond to question only if applying for this funding)

Delete Section 4.2. Anticipated Available Funding and replace with:

4.2. Anticipated Available Funding

- 4.2.1. Funds are anticipated to be available in the amount of \$4,885,437 per year for a total amount of \$9,770,874 for the contract term.
- 4.2.2. Anticipated annual funding amounts per Program Area, per public health region are detailed in Appendix H – Funding Amounts and Eligibility Table.
 - 4.2.2.1. The funding available in the *Substance Misuse Prevention and Related Health Promotion; Substance Use Disorders Continuum of Care Facilitation* program area reflects the total amount available for both SMP and CoC, but separate budgets for each area are required. There is no required base amount to be budgeted for either SMP or CoC. It is at contractors' discretion so long as program has a minimum .75 FTE lead staff person.
 - 4.2.2.2. The funding available in the *Young Adult Leadership* program area requires \$12,000 to be subcontracted to NAMI-NH, and \$8,000 to be dedicated for associated RPHN activities.
- 4.2.3. Estimates of available funding and time periods presented here are subject to change. Continuance of contract payments is contingent upon the availability and continued appropriations of funds. The Department may renegotiate the terms and conditions of the contract in the event applicable local, state, or federal law, regulations or policy are altered from those existing at the time of the contract in order to be in continuous compliance therewith.

Delete Section 5. Proposal Evaluation and replace with:

5. PROPOSAL EVALUATION

5.1. Technical Proposal Core Services

Program Implementation (Q1 – Q9)	– 150 Points
Contract and Financial Administration (Q10 – Q15)	– 150 Points
Public Health Advisory Council (Q16)	– 50 Points
Public Health Emergency Preparedness (Q17)	– 50 Points
Substance Misuse Prevention (Q18 – Q19)	– 50 Points
Continuum of Care (Q23 – Q25)	– 50 Points
Total Technical Proposal Core Points Available:	– 500 Points

5.2. Technical Proposal Optional Services

Young Adult Strategies (Q20 – Q22)	– 50 Points
Total Technical Proposal Optional Points Available:	50 Points



New Hampshire Department of Health and Human Services Regional Public Health Network Services

5.3. Cost Proposal

Budget and Narrative

- 150 Points

Total Cost Proposal Points Available

- 150 Points

Total Proposal Points Available

- 700 Points

Delete Appendix D Budget Form and replace with:

Appendix D Budget Form

Appendix D

BUDGET FORM

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH PROGRAM AREA & EACH BUDGET PERIOD

Bidder Name: _____

Budget Request for: _____
(Name of RFP)

Budget Period: SFY 18 (7/1/17 - 6/30/18)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ -	\$ -	\$ -	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)	\$ -	\$ -	\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	

Indirect As A Percent of Direct

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Appendix D

BUDGET FORM

New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH PROGRAM AREA & EACH BUDGET PERIOD

Bidder Name: 0

Budget Request for: _____
(Name of RFP)

Budget Period: SFY 2019 (7/1/18 through 6/30/18)

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ -	\$ -	\$ -	
2. Employee Benefits	\$ -	\$ -	\$ -	
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment: (includes Rentals, Repair & Maintenance, Purchase & Depreciation)	\$ -	\$ -	\$ -	
5. Supplies: (includes supplies for Education, Lab, Pharmacy, Medical, Office)	\$ -	\$ -	\$ -	
6. Travel	\$ -	\$ -	\$ -	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses (includes Telephone, Postage, Subscriptions, Audit & Legal, Insurance, Board Expenses)	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	

Indirect As A Percent of Direct

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